



RUGBY CANADA JOB DESCRIPTION

Title: Rugby Services Manager (Business Analyst)

Type of Position: Full-Time Employee

Location: Remote

Department: Rugby Development

Reporting to: Senior Director of Community Rugby & Development

Rugby Canada is the national sport organization for rugby union committed to delivering life-long, inclusive rugby experiences that cultivate participation and inspire excellence from community to club to country.

Canada Sevens, a division of Rugby Canada, is responsible for the planning and execution of the HSBC Canada Sevens and HSBC Canada Women's Sevens events.

Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression.

POSITION DESCRIPTION

Rugby Canada understands the importance which community rugby plays in being a best-in-class National Sport Organization and the Rugby Services Manager will play a pivotal role in supporting community rugby. The Rugby Services manager will have two main roles; firstly, managing the rugby services staff who administer registration, insurance, and sanctioning. Secondly, the Rugby Services Manager is expected to champion system adoption, drive data quality, and continuous improvements through SportLoMo. The Rugby Services Manager will play a key role in providing information to assess the intended impact, combined with analysis of the wider rugby community landscape, and to provide strategic insight. The Rugby Services manager works with several key stakeholders internally (staff and provincial unions) and external stakeholders (clubs and volunteers). As this is a new position with Rugby Canada there is an expectation that much of the infrastructure will have to be built by the successful candidate.

RESPONSIBILITIES

- Responsible for the delivery of the overall SportLoMo platform and realization of expected operational benefits (including planning, quality management, resource management, stakeholder management, change management and communications)
- Work with staff, provincial unions, and key stakeholders to clarify and define objectives, scope, and business requirements; understanding and developing business cases to determine project inclusion and prioritization
- Monitor and analyze the data being entered into SportLoMo and conduct trend analysis around areas like peak utilization of the application, data transaction and frequency of use or what parts of SportLoMo are used most.

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver
Suite 450 - 375 Water Street
Vancouver, BC CANADA V6B 5C6
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rugby.ca
contact@rugby.ca





- Be the lead within the rugby development department in gathering, managing, and using rugby information as effectively and efficiently as possible to inform internal and external improvements to the way rugby is delivered in Canada. Maximizing the use of the reporting and analysis functions; and supporting the Rugby Development team and provincial unions with relevant data and reports where needed to allow provincial unions and stakeholders to have an informed discussion on cultivating and developing rugby in Canada.
- Preparation of regular status reports for the Senior Director of Community Rugby and Development as well as other project governance boards
- Directly manage Rugby services staff who administer registration, insurance & sanctioning
- Facilitate monthly meetings with provincial union staff who are often the first line of support for clubs in optimizing the use of SportLoMo, accessing resources, undertaking planning, and supporting clubs.
- Design and implement consultations with the rugby community which provide feedback on SportLoMo and other rugby services.
- Develop and deliver training programs including development of training materials, user manuals and other documents as needed to enable successful implementation and adoption of SportLoMo (new developments and upgrades) to the provincial unions and SportLoMo users
- Other duties may be assigned as required

REQUIRED SKILLS & QUALIFICATIONS

- Experience in working with databases including responsibility for data insights, project/program management and/or process improvement
- A University degree in sports, business management, technology or equivalent is considered an asset or relevant experience
- Track record in delivering process change projects, from initial concept through to operation, for a geographically dispersed user base with varying levels of technical skills and experience
- Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools. This includes using predictive and prescriptive data analytics to make informed business decisions
- Safe Sport Training or equivalent
- Bilingual in English and French is considered an asset
- Experience in Microsoft products (Excel, Word, Teams, PowerPoint, Outlook)
- Strong knowledge in generating process documentation
- Must be legally entitled to work in Canada when applying and indicate this in the cover letter

PERSONAL ATTRIBUTE QUALIFICATIONS

- Results-oriented, able to set priorities and deliver consistently to a high professional standard
- Exceptional relationship skills
- A collaborative team member who can establish strong working relationships with external stakeholders and with colleagues within the organization
- Excellent decision making/problem-solving skills
- Strong organizational skills, time management and attention to detail as well as multitasking
- Strong written and verbal communication skills including technical writing skills

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- Ability to learn quickly and adapt new skills
- Ability to thrive in a fast-paced and ever-changing work environment
- Experience in sports development and/or not for profit organizations would be an advantage
- Experience in working in the volunteer sector would be an advantage

Closing date is **Tuesday, April 5, 2022**

Please forward your cover letter and resume to:

Paul Hunter, Senior Director of Community Rugby & Development

Email: jobs@rugby.ca

Only those selected for an interview will be contacted.

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